

## **PROCEDURE FOR ARCHITECTURAL MODIFICATIONS MISSION RIDGE CONDOMINIUM ASSOCIATION**

The following procedure has been adopted by the Board of Directors of the Mission Ridge Condominium Association, pursuant to California Civil Code §1378:

1. All owners who desire to modify any portion of their Living Units **that may affect their neighbors or the common areas (including the installation of hard-surfaced flooring, which is allowed only in kitchens, hallways, entryways, bathrooms and living rooms)** must submit an application to the Board of Directors or Architectural Review Committee (if such a committee has been established separately and independently from the Board of Directors) and obtain the written consent of the Board of Directors / Architectural Review Committee prior to beginning any **such** work of improvement. **In addition, the owner must provide samples of any required materials requested by the Association, and cooperate with a post installation inspection to guarantee conformity with the architectural standard, if applicable.**
2. All modifications **described in paragraph 1** are subject to these application requirements. This includes, but is not limited to, modifications or alterations to walls, floors, ceilings, fences, walls, plumbing, electrical, windows, doors, exterior lighting fixtures, exterior painting, modifications for the handicapped, landscaping, grading or other improvement of every kind and type unless specifically excluded from the Association's architectural control under the CC&R's.
3. Applications for architectural modifications must be submitted on the Association's official form and must be completely filled out, including, but not limited to, all neighbor notifications, required deposits, if applicable, and a full description of the proposed improvements including, as appropriate, model numbers, materials to be used, colors, full plans and specifications, location, setbacks, etc. **The Association reserves the right to require that certain construction methods or materials be applied to mitigate sound transmission between floors and other shared unit boundaries.**
4. Certain applications may require a deposit to be submitted at the time the application is submitted for purposes of hiring a review consultant and/or offsetting other expenses of the review. The Board of Directors shall set the amount of the deposit if one is determined to be required. Applications not involving formal architectural plans shall generally not require a deposit.
5. Once a completed application is received, the Board of Directors / Architectural Committee will review the application and provide the owner with its approval or disapproval within thirty (30) days of receipt of the completed submission. The Board of Directors / Architectural Committee will provide its decision in writing. No director, committee member or management representative has the authority to verbally authorize any work of improvement. Applications which are incomplete will be returned to the owner who must complete any missing information and resubmit the application before the thirty (30) day review period begins.
6. If a proposed modification is rejected, the Board of Directors will advise the owner why the application was disapproved and the process for appealing the disapproval to the Board of Directors.

7. A notice of appeal of disapproval must be submitted by the owner in writing and must be received by the Board of Directors or management company within thirty (30) days of the owner's receipt of the Architectural Committee's written disapproval.
8. The hearing on the owner's appeal shall be held within thirty (30) days of the Association's receipt of the written notice of appeal. The Board of Directors shall advise the owner of the results of the appeal within fifteen (15) days of the hearing of the appeal.
9. All approvals of requests for architectural modifications, whether or not so stated in the notice of approval, shall be conditioned upon the owner obtaining any necessary building permits, installing the work in accordance with all applicable building codes **and the Association's standards**, and executing before a Notary Public, the Association's Maintenance and Indemnity Agreement, which Agreement shall be recorded against the title to owner's Living Unit. Expenses incurred by the Association for architectural code compliance and preparation and recordation of the Association's Maintenance and Indemnity Agreement are to be paid by the owner."
10. A copy of this procedure, or a reasonable summary of same, shall be distributed to the members annually.

This Procedure for Architectural Modifications was approved by the Board of Directors at its meeting held on the November 18, 2008.